4

GETTING STARTED

Type "**TIP**" from the root directory to start the data entry system. What you will see on your screen is the Main Menu. All of the features of the TIP program can be accessed from the Main Menu
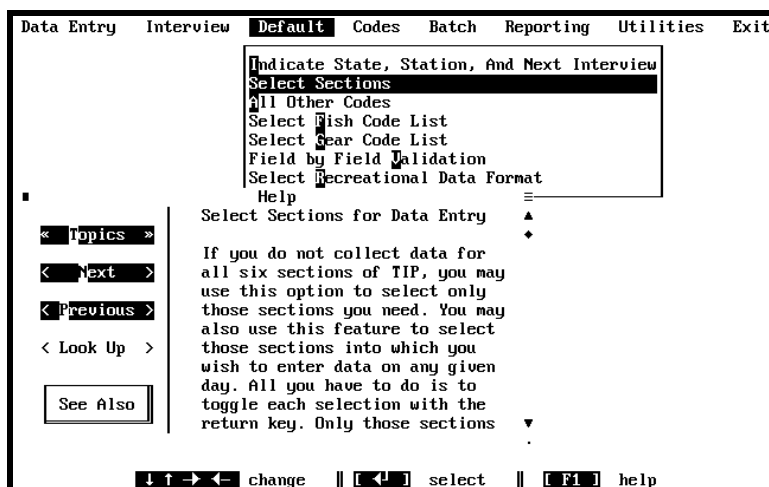
```
 Data Entry   Interview   Default   Codes   Batch   Reporting   Utilities   Exit
┌──────────┐
│Add       │
│▌odify    │
│▐elete    │
├──────────┤
│▌rame Survey│
└──────────┘




Add New Interview
         ↓ ↑ → ←  change  ‖ [ ◄┘ ]  select  ‖ [ F1 ]  help
```

Using TIP

Please note that at the bottom of each screen you will find the keys that are active during each process followed by a brief indication of what they do. To become acquainted with the system, press the arrow keys to move around the menu. After you highlight each option, press the function key [F1] for a brief explanation of the functions that each option performs. Help is available throughout the system, and can be accessed by pressing the function key [F1]. During data entry, the help will explain what each field represents and what data can be entered into the field. In other features, the help explains how to accomplish your task.
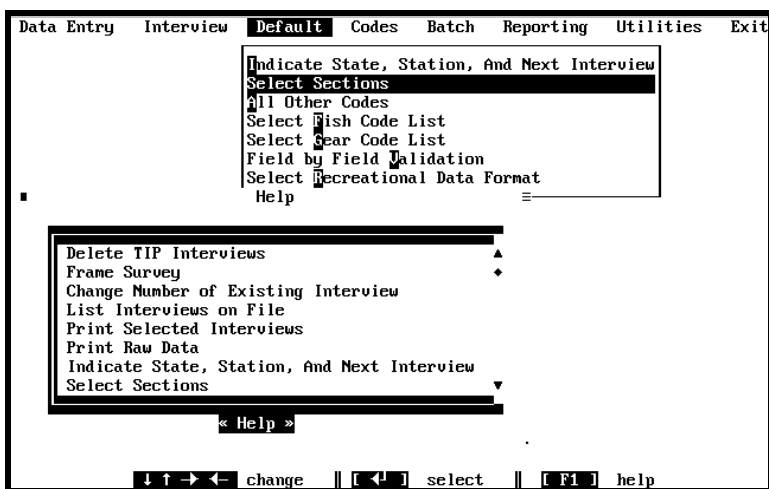
How HELP Works

Whenever you press the [F1] key, a box with context sensitive help will be displayed. The term "context sensitive" means that the program will sense where the cursor is positioned and will give you information relating to the highlighted object. While you do data entry, the box will display information about the field your cursor is currently on. If you are on the menu, the help box will display information about what you can do with that menu option.

```
Data Entry   Interview   Default   Codes   Batch   Reporting   Utilities   Exit
                    Indicate State, Station, And Next Interview
                    Select Sections
                    All Other Codes
                    Select Fish Code List
                    Select Gear Code List
                    Field by Field Validation
                    Select Recreational Data Format
   ■                     Help                         ≡
                    Select Sections for Data Entry      ▲
   « Topics  »                                          ◆
                    If you do not collect data for
   <  Next   >      all six sections of TIP, you may
                    use this option to select only
   < Previous >     those sections you need. You may
                    also use this feature to select
   < Look Up  >     those sections into which you
                    wish to enter data on any given
                    day. All you have to do is to
   See Also         toggle each selection with the
                    return key. Only those sections   ▼
                                                      .
          ↓ ↑ → ←  change   ‖ [ ◄┘ ]  select  ‖  [ F1 ]  help
```
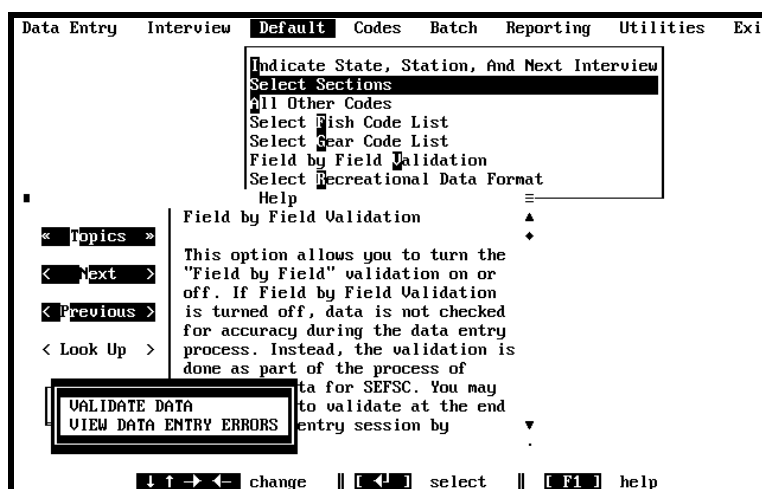
On the left side of the help box there is a small menu. This menu will allow you to access other topics for which help is available. To access the other topics, press [T] or move the [Tab] key until the Topics option is highlighted and then press [Enter].

If you have a mouse you may double-click on the desired menu option to activate it. Once you display the list of available items, you may move among them by using the Up and Down Arrows, as well as the PgUp and PgDn keys. You may also type the first letters of the topic you want to see and the cursor will be positioned near that topic.

```
Data Entry   Interview   Default   Codes   Batch   Reporting   Utilities   Exit
                    Indicate State, Station, And Next Interview
                    Select Sections
                    All Other Codes
                    Select Fish Code List
                    Select Gear Code List
                    Field by Field Validation
                    Select Recreational Data Format
   ■                     Help                         ≡
                 Delete TIP Interviews                ▲
                 Frame Survey                         ◆
                 Change Number of Existing Interview
                 List Interviews on File
                 Print Selected Interviews
                 Print Raw Data
                 Indicate State, Station, And Next Interview
                 Select Sections                      ▼
                        « Help »
                                                      .
          ↓ ↑ → ←  change   ‖ [ ◄┘ ]  select  ‖  [ F1 ]  help
```

The <<**Next**>> and <<**Previous**>>options will allow you to view the Next or the Previous item for which help is available. If there is an item in the text that you want to look up, you may highlight it and the <<**Look Up**>> option will become available. You may use the [Ctrl] key and the Right Arrow key to highlight the text you want to look up. If your system has a mouse, you may press your left button until the entire text you want to look up is highlighted.

When you are done, you can press the letter [L] and the program will attempt to locate the selected topic. If it cannot be found, a message will be displayed letting you know there is no help for the topic you selected and a list of the available topics will be displayed.

Selecting the <<**See Also**>> option, when available, will allow you to select related topics. The help box can be exited by pressing the [Esc] key.

When incorrect data is input into a field and a list of valid codes is available, a pick list will appear on the screen. You may also activate the pick list by pressing the function key [F5]. The pick list contains a description of each valid item with the corresponding codes. To use it, you move through the list and select the code by pressing the [Enter] key, or you may use the function key [F5] to search for a specific item. For more information on this topic, please see *How to Use the Pick List* .

System Errors

If the system has any problems reading the floppy drives, the printer is not responding, or any other unexpected error occurs, a system error message will be displayed on the screen.

You will be prompted to either Try Again, if you have been able to correct the problem, or to Return to the Menu. If the error was unexpected, you should call the telephone number displayed

MS-DOS Prompt - COMMAND

8 x 12

| Tip Version 4.0 | Prepare Files For SEFSC | 11/23/19 |

A system error has been encountered in TIP 4.0!

```
Error Number: 9
Error Message: Data type mismatch.
Executing Line: 0                          For Help, Please Contact:
    In Program: LENGTH72         Lee Weinberger: (305) 361-4287
    Base Memory: 406528          Lloyd Muccio    : (305) 361-426
  Memory W/EMS: 9412544          ?Josha Bennett  : (305) 361-4485
    Disk Space: 63,094,784
```

Return to Menu / Try Again : Return to Menu

[R] return to menu || [T] try again

on the screen. The information displayed is very valuable to the programmers working with TIP, so please make sure that it is available when you call. If you decide to return to the Main Menu, you may continue working with another option of the system or Exit to DOS.